

Pharmacy Technician Reinstatement

Please read all requirements below. If you would like an application, please email a request with name and address to asbp@arkansas.gov and one will be mailed to you. Applications CAN NOT be emailed or faxed.

If a pharmacy technician allows their permit to lapse for any reason, they may choose to reinstate. Requirements for reinstating a pharmacy technician registration include:

- 1. A completed application form**
- 2. A copy of your driver's license**
- 3. A copy of your high school diploma, G.E.D., or other approved education related document which verifies graduation from high school or equivalent education.**

Approved education related document can include: a letter from your high school with the date of graduation, an OFFICIAL transcript with date of graduation, seal, and signature, you can also contact the Department of Education in the state that you graduated high school for an official record, or you may also send unofficial transcripts for any secondary education.

If applicant did not submit to a criminal background check with original application, or, if a criminal background check has not been performed by the Arkansas State Board of Pharmacy during the past four (4) years,

- 4. A criminal background check** must be performed.

The appropriate forms and instructions will be mailed along with the Pharmacy Technician reinstatement application. The appropriate forms include:

- A criminal background check release form that must be completed and NOTARIZED.
- A fingerprint card that must be completed.

Fingerprints must be done in BLACK ink and by someone appropriately trained. Your local police or sheriff's department may be willing to accommodate you. There may or may not be a fee involved. The Arkansas State Police ID Bureau in Little Rock, on Geyer Springs Road at I-30, will do your fingerprints WITHOUT charge on Tuesdays and Wednesdays from 9:00 a.m. to 11:00 a.m. and on Thursday from 11:00 a.m. to 1:00 p.m.

- 5. Appropriate fees** must be sent in with completed application and correct supporting documentation.

- *Year ending in EVEN number (i.e.2008):*
\$35 APPLICATION FEE
\$22 ONLINE CRIMINAL BACKGROUND CHECK FEE
\$40 REINSTATEMENT FEE
\$97 TOTAL (Make check or money order payable to the Arkansas State Board of Pharmacy).

+\$19.75 separate check or money order made payable to the Arkansas State Police

- *Year ending in ODD number (i.e. 2007, 2009):*
\$70 APPLICATION FEE
\$22 ONLINE CRIMINAL BACKGROUND CHECK FEE
\$40 REINSTATEMENT FEE
\$132 TOTAL (Make check or money order payable to the Arkansas State Board of Pharmacy).

+\$19.25 separate check or money order made payable to the Arkansas State Police.

If you **HAVE completed a Criminal Background check** for the Arkansas State Board of Pharmacy within the last four years

- *Year ending in even number (i.e.2008):*
\$35 APPLICATION FEE
\$40 REINSTATEMENT FEE
\$75 TOTAL (Make check or money order payable to the Arkansas State Board of Pharmacy).
- *Year ending in odd number (i.e. 2007, 2009):*
\$70 APPLICATION FEE
\$40 REINSTATEMENT FEE
\$110 TOTAL (Make check or money order payable to the Arkansas State Board of Pharmacy).

If applicant has to undergo criminal background check, once the application has been completed (with correct supporting documentation and fees), assuming the applicant has a clean state background check, a provisional license will be issued. A provisional or “temporary” license allows the applicant to work as a pharmacy technician for six months while awaiting the results of the federal criminal background check. When the federal criminal background check results are received, assuming there is no action, a Pharmacy Technician permit will be issued, which will expire at the end of every even numbered year.

If an applicant discloses criminal history on their Pharmacy Technician application, or if it is discovered on their state or federal background check, the applicant will receive a certified letter in the mail explaining supporting documentation that is needed to complete their application process. Supporting documentation includes, a Request for Waiver form which requests that the Arkansas State Board of Pharmacy waive the requirement of a clean criminal background to be a Pharmacy Technician, a signed and notarized affidavit explaining the offense(s), and certified copies of court documents pertinent to each conviction proving completion of sanctions and penalties for each conviction; compliance with terms of probation, parole, restitution, and status of any probation, parole, court-ordered restitution or any other sanctions for each conviction. **It is the sole responsibility of the applicant to locate and provide court documents to the Arkansas State Board of Pharmacy office.**

If criminal history is disclosed on a Pharmacy Technician application, or discovered on a state criminal background check, a provisional or “temporary” license will NOT be issued. *Please remember, that it can take up to six months to receive results of the federal criminal background check.* Once federal background checks have been submitted to the FBI, the State Board of Pharmacy has no way to track the status of pending federal background checks. Once the results of the federal criminal background check are received, the *completed application* will be reviewed by the Director or Assistant Director of the Arkansas State Board of Pharmacy. If approved, a Pharmacy Technician permit will be issued, which will expire at the end of every even numbered year.

If applicant submitted to a criminal background check with original application and it has been within the past four (4) years, a Pharmacy Technician permit will be issued when application is processed and it will expire at the end of every even numbered year.

It is the sole responsibility of the Pharmacy Technician to maintain their current information with the Arkansas State Board of Pharmacy. Applications, licenses, renewals, and any other correspondence from the board can obviously only be sent to the current address we have on file. Regulation 03-00-0002— (Pharmacy Technician) REGISTRATION (e) states: If there is a change of mailing address for the pharmacy technician, the pharmacy technician shall immediately notify the Board of Pharmacy, in writing, of the new address.